

## **BUILDING AND GROUNDS**

### **Responsible Deacon: Jay Henley**

You are responsible for the physical facilities being maintained in good working order and being aesthetically pleasing. The Lord's church is competing with the world for the souls of men and must present an attractive outward appearance which satisfies the physical needs in order to gain the opportunity to reach concerning eternal needs. Also, the physical facilities must be adequate and conducive to learning for all those who attend the services and classes. Adequate parking facilities must be provided for those who attend and reasonable security measures must be taken to provide for the safety and protection of the people and their belongings while attending services.

1. Insure all equipment is in good working condition such as heating, cooling, lighting, plumbing, etc.
2. Be responsible for insuring that monthly utility costs are kept as low as possible while providing adequate required needs.
3. Be responsible for keeping the appearance of the facilities in optimum condition, including repairs, painting, etc.
4. Be responsible for supervising the janitorial service to keep the facilities clean and in good condition
5. Be responsible for supervising the "work days" of the congregation to see that work is coordinated.
6. Be responsible for seeing that the lawn care is adequate and making the property presentable.
7. Work closely with other deacons to insure that the facilities meet their needs.
8. Make certain that the building is opened on time and closed and secure after each service.
9. Be responsible for the security of the building and parking lot during services.
10. Monitor the parking requirements to determine whether space is adequate or properly used. Future needs should be considered and potential plans continually reviewed.
11. Continually survey the facilities for various future needs and review those needs with the elders.
12. Inform the elders before making expenditures above the allocated budget.
13. Approve expenditures before payment by the financial deacon.
14. Prepare budget for your area of work for the elders.